



From the
Dean of Academic Services
and the
Dean of Technical/Occupational Services

November 27, 1991

Vol. 2, No. 4

**NEW POLICY ON
ACADEMIC MISCONDUCT**

The material below has been given to you earlier in a memorandum from Dean Kynard and Dean Howington. Nonetheless, the subject is important enough to bear repeating.

As you prepare syllabi and/or course outlines for next quarter. Please include the following statement (the statement in the box below) at some appropriate spot in the material which you give to each student in your classes next quarter.

**ACADEMIC MISCONDUCT
OR DISHONESTY**

Academic misconduct or dishonesty such as cheating and plagiarism is not permitted in this class. Suspected cases of academic misconduct or dishonesty will be reported to the Dean.

In dealing with suspected cases of academic misconduct or dishonesty, in your classes please use the following procedure:

1. Do not take any action which might be interpreted as a penalty for the suspected misconduct or dishonesty.
2. Report the suspected misconduct or dishonesty to your Department Chair or directly to the Dean. The report to the Department Chair

or Dean should include all pertinent information and materials, or copies of materials, related to the suspected misconduct or dishonesty.

If the report on the suspected academic misconduct or dishonesty is to the Division Chair, the Division Chair will forward the report to the Dean.

The Dean will confront the student with the reported evidence of his or her academic misconduct or dishonesty and will take other appropriate action in the case.

Dean Howington is preparing a full and detailed draft policy on academic dishonesty for the institution as a whole. This draft policy will be submitted to the Committee on Curriculum, Instruction, and Learning Resources. Until such time as that full policy has been duly considered and adopted, please follow the procedures described above.

* BIBLIO NEWS *

Sadly, proration has eliminated the printing costs for Biblio News, a newsletter which had been published by Debbie Grimes, Director of Library Services. Since the College long-range plan for institutional effectiveness calls for the continual improvement of internal communication at Shelton State, it was considered neither advisable nor desirable to eliminate Biblio News entirely. So, until proration is lifted news



Biblio News (continued):

from library services will be published in the Faculty Newsletter.

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LBS 101 A SUCCESS AT UA LIBRARIES

During the Fall '91 quarter, 770 Shelton State students enrolled in LBS 101. Shelton's library science program requires all students to participate in one lecture/tour session at the University of Alabama. The School of Library and Information Studies (SLIS), located on the fifth floor of the Gorgas Library, provides the classroom space for this activity.

SLIS administrators and staff report that Shelton State students are pleasant and polite, confirming earlier reports from another UA library department that Shelton State students are better work with than UA students. In addition, UA librarians report that Shelton State students are better prepared for library work than UA freshmen.

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1991-1992 LIBRARY ACQUISITIONS PLAN

The Shelton State library is focusing on updating the reference collection at the Skyland Campus library and the LPN collection at the Fifteenth Street Campus library. Suggestions and requests regarding both the enhancement of both these collections will be greatly appreciated but should be made to Debbie Grimes soon.

A review of periodicals subscriptions will be conducted during the Spring '92 quarter. Faculty are encouraged to begin now to consider additions and deletions to current subscriptions.

NEW ANALYSIS CONDUCTED ON STUDENT OPINION SURVEYS

When you receive the summary results of the student opinion surveys conducted in your classes each quarter, you may also receive two other documents. These two documents, entitled Table 1 and Table 2, result from a comparative analysis that has been conducted of those classes in which at least three sections were taught.

(If you do not teach a classes in which at least three sections were taught you will not receive these documents.)

This comparative analysis was conducted in the following manner.

Step 1. For each item on the survey, a mean score was calculated for each class. (This scores is included on the survey summary which you are given.)

Step 2. Using the means calculated in Step 1, a course mean for each item on the survey was calculated.

Step 3. Next, the standard deviation was calculated for each survey item for each course.

Step 4. Then, scores that were one, two, and three standard deviations both above and below the course mean were calculated.

In Table 1, your mean score on each item on the survey is compared with those of ALL the instructors (including yourself) who taught the same course.

In Table 2, your mean score on each item on the survey is compared with



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STUDENT OPINION ANALYSIS (cont.):

the mean scores of the OTHER instructors (excluding yourself) who taught the same course.

If one of your scores is highlighted, that score is MORE THAN ONE standard deviation BELOW the mean score on that item.

Please remember that the primary purpose of this analysis is to make the summary data from the student opinion surveys more meaningful for you by allowing you to compare your scores on each survey item with those of the other instructors who taught the same course.

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**NEW TITLE III
PROJECTS AND MODULES APPROVED**

The Faculty Development Committee of Activity IV of Title III has announced the approval of the following projects and modules:

1. **Bill Aldridge \$958.50**
Project: SPC for Tech programs
2. **Chuen-Chuen Fang . . \$3608.00**
Project: Redesign PHY 200 and introduce multimedia
3. **Debrah Fisher
Gerrie Roberts
Kim Inman \$733.00**
Module: videos for demonstrating communication skills in nursing situations
4. **Fran Turner \$1416.00**
Release Time Project: Re-design existing reading courses to encompass technical reading

The Committee awarded a total of \$6,715.50 for projects and modules. Three applications were denied

because of insufficient funds. Preference was given to those faculty who had not received prior support from Title III and to those projects which the Committee judged as filling current curriculum needs.

The next meeting of the Committee is scheduled for Tuesday, December 10th at 2:30 p.m.
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**MOMS AND PRESCHOOLERS NEEDED
FOR RESEARCH PROJECT
AT UNIVERSITY OF ALABAMA**

The Department of Psychology at the University of Alabama needs mothers and their preschool children (ages 3-6) to participate in a research project. The study involves 2 one-hour sessions, one week apart, at the Psychological Clinic on the UA campus. Mothers will be asked to play with their children and then answer some questions about the child's development.

Those interested in participating in the study should call 348-2510 and leave your name and phone number on the answering machine. Black families particularly are encouraged to volunteer.

Supervising the study will be Assistant Professor (and Licensed Clinical Psychologist), Dr. Toni Hembree Eisenstadt.

Families will be paid \$10 for participating in the study.
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**MORE SUCCSSS FOR
CREATIVE WRITING STUDENTS**



A short story written by Aileen Kilgore Henderson entitled "Letha's Own" has been published in the Autumn 1991 issue of The Southern Review. Ms. Henderson is a student in the



CREATIVE WRITING SUCCESS (cont.):

creative writing classes conducted by Ric Dice here at Shelton State.

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Overall, since 1989 five students in the creative writing classes have had poems, stories, or articles published. In addition, Carol Brown has had a children's book, *The Disciples of Bethany*, published by the Abeline Christian University Press. Two other members of the program have won awards in writing competitions.

**ADMINISTRATIVE
NIGHT DUTY ROSTER
FOR DECEMBER**

Dec 2	Rick Rogers
Dec 3	Dennis Sampson
Dec 4	Rick Shelton
Dec 5	Britt Turner
Dec 9	Tom Umphrey
Dec 10	Fran Viselli
Dec 11	Ed Winslow
Dec 12	Chuck Bearden
Dec 16	Bruce Bizzoco
Dec 17	Karen Crombie
Dec 18	David Freeman
Dec 19	Bessie German

**FINAL FIGURES FOR
1991 SUMMER ENROLLMENT**

The College has just received the official report of 1991 summer enrollment. During the summer, Shelton enrolled 4,423 students who took 36,775 credit hours.

During the summer, Shelton State was the third largest two-year college in Alabama. Calhoun and Jeff State are one and two respectively. Shelton, however, was almost as large as Jeff State, which had only about 1000 more credit hours than did Shelton.

**HAVE A HAPPY AND SAFE
THANKSGIVING!!!**

**TIME CHANGE FOR
DIVISION CHAIR MEETINGS**

A reminder to the Division Chairs: the time for the monthly meetings of the Division Chairs has been changed to 10:00 a.m. Dates and locations are unchanged.

**OUT-OF-STATE TRAVEL REQUESTS
MUST BE TIMELY**

The Chancellor has asked the presidents to remind faculty and staff that out-of-state travel requests must be submitted on a timely basis. Every effort must be made to submit such requests thirty (30) days prior to departure. If this is not possible, a letter must accompany the travel request explaining the short notice. This letter will not guarantee that the request will be approved but will assist the governor's office in making a determination. Under no circumstances will approval be given to travel requests which are submitted after the travel has taken place.

NEW TUITION REFUND POLICY

Recently, we received from the Chancellor an interpretation of the tuition refund policy. This revision makes a distinction between students who drop a course, with other courses remaining on their schedule, and students who withdraw from all their college course work. Student withdrawals

will still receive refunds according to the policy as stated on page 10 of the 1991-93 college catalog.

Students who drop a course and have courses remaining on their schedules will no longer receive a refund after the Drop/Add late registration period.